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20 November 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Supplemental Funds for External Training Foreseen

As of 14 November the Office of Training has obligated \$232,000 for external training. \$40,000 of this amount is to cover the Agency's share of the National Interdepartmental Seminar, which includes an estimated \$5,000 to provide for the third week of the Seminar at an off-site facility.

The current budget plan for Agency external training is \$314,000. Projected costs through 30 June 1970 indicate that the remaining \$82,000 will have to be supplemented for the fiscal year.

2. New Liaison Gets Action on Language School Repairs

Assignment by Chief, LSD/OL of [REDACTED] of the Space Maintenance and Facilities Branch, LSD, as the direct liaison with GSA for repairing the Language School's quarters has already brought results within the week. Representative of the Arlington Towers management

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visited the School again and observed the poor quality of the repair work already completed and the new holes that invite the rain and the rodents. As of Wednesday, carpenters had returned to seal the leaks and to do other repair work.

3. CIA's Nominees to AFSC to be Briefed

CIA will have five representatives in the next course, beginning at the end of January, at the Armed Forces Staff College. OTR will provide a one-day briefing on 5 December which will include an updating on the Agency and the National Security Council, a "view" of the AFSC by [REDACTED] OP, a June graduate, and a review of the administrative support to be provided the five men by OTR.

4. Pittsburgh May Be One Answer to Harvard

[REDACTED] PO/NPIC, has informally indicated that the Management Program for Executives, an eight-week course, with tuition of \$2,500, at the University of Pittsburgh is excellent. He is preparing a detailed critique for the information of the Directors of Personnel and Training.

[REDACTED] was elected president of his class, in which 28 of the 33 members were business executives, including four foreign nationals.

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##### 5. Training Notes

Sustained interest in management training is evident in the exceptionally large number of applications for the course which is to begin on 1 December. In order to achieve the ideal in a cross-section of participants, registrations from the Office of Communication (there were 29) had to be cut back to eight to allow an equitable representation from 13 other Offices. The remaining OC applicants are being re-scheduled. . . . The mid-level operations course will be called the "Professional Development Program for CS Officers." Having identified all blocks of instruction with CS Divisions and Staffs and with the Office of Communications, instructors [REDACTED] in the Operations School are now developing the format and coverage of individual presentations. The course is expected to have 24 officers in the first running scheduled in late February. . . . Although the cost appears high, the consensus of the 12 Agency employees who attended the four-week Mathematics for Managers Series conducted by General Electric's Time Sharing Division, located in Bethesda, is that the program was worth the outlay of \$1,000 each participant. Three Directorates were represented among the twelve. . . . DDP/TRO, recently returned from the Senior Executive Course at the Department of Defense Computer Institute, has only the highest praise for the one-week, no-cost course

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and is recommending it to Chief, Operations Services/DDP. The DDP/TRO has asked OTR to reserve one of the Agency's two slots in the next course (24 January) for someone in OPSEER. . . . A group of about 30 members of a student group at Camden College, New Jersey, will be in Washington on 25 November and as part of its "tour day" which will include a visit to the FBI and to an embassy, there will be a 30-minute briefing on the Agency to be followed by 15 minutes of questions and answers. The request was initially made by the College to the Director. . . . NSA's Cryptologic Orientation group will have a "Day at CIA" on <sup>8</sup> December. Unlike the recently hosted senior group, participants in the Orientation are all from NSA; most are supervisors and the grade range is GS-11 to 14.

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6. Notes

A second group of 20 [redacted] were briefed on the training programs conducted there. This is a new program, the goal of which is to bring about a more personal appreciation for loyalty to the work [redacted]

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Day activities.

**7. Outside Briefings**

At Fort Holabird to 30 students in the Senior Foreign Officers Course on "Background of Communist Activity in Europe."

At Carlisle Barracks Army War College to 224 students in the course entitled A Strategic Appraisal of the Communist States on "The Impact of the European Communist Nations in the Developing Areas."

At DIS to 26 students in the National Senior Intelligence Course on "Developing Countries."



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Director of Training

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